



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
SENIOR CENTER MURAL ROOM
7:30 PM 10/6/16

ATTENDEES:

Deyst*	White	Caccavaro	Kellar*	McKenna
DeCoursey*	Wallach	Harmer*	Gibian	
Tosti	Foskett*	Bayer*	Duvadie	
Russell*	Beck	Jones	Deshler	
Franclemont*	Howard*	Fanning*	Carman*	Turkall*

*Indicates present

VISITORS: Town Manager Adam Chapdelaine, Superintendent Kathy Bodie, Deputy Town Manager Sandy Pooler, Chair CPAC Clarissa Rowe, Vice Chair CPAC Eric Helmuth, George Parsons, Paul Fennelly, Dermot Whittaker, Grace Dingee, Bob Tanner, Steve Liggett

CHAIR: Vice Chair Charlie Foskett chaired the meeting to consider the articles in the 10/19 Special Town Meeting Warrant. Members had received extensive information on the articles. The Chair provided a draft FinCom Report (Ref 1)

ART 4 JASON RUSSELL HOUSE and ART 5 OLD SCHWAMB MILL Helmuth & Rowe explained that these 2 CPA projects were considered last spring but not recommended to Town Meeting until both private non-profit organizations established that they serve a public interest and that they provide public access. Both of these requirements for CPA funding have been established to the satisfaction of Town Counsel. Funds were set aside and are available this year (FY17). The recommended vote will include the address of the receiving organization. The Assistant Town Manager and the Comptroller will keep an eye on the contracts & expenditures.

VOTED to support the CPAC's recommended vote as shown in Ref 1 for both Art 4 and Art 5. Unanimous.

ART 7 USE OF PARKING METER REVENUE W/O APPROPRIATION: Chapdelaine, using Ref 2, suggested that the new meters in the Center will provide revenue between \$421k and \$716k. He estimated costs to manage and maintain the meters to be \$331k. The vote will accept state law permitting this use of the funds. The FY18 Parking Budget will show these details. The Manager provided some details of the program in response to questions.

VOTED Favorable Action. Unanimous.

ART 2 MODULAR CLASSROOMS FOR OTTOSON: Bodie explained, using Ref 3, that these classrooms will not be needed. In the fall of 2018 the 6th grade will go to Gibbs. Extensive planning will be needed for this change. It is her judgment that the planning and expense of installing modulars for one year is not worth while.

VOTED No action. Unanimous.

ART 3 THOMPSON SCHOOL EXPANSION: Bodie, using Ref 3, explained the forecasted need for 6 additional class rooms. Chapdelaine, using Ref 4, discussed the bids for this expansion and related costs. The low bid was \$3.8m. The next bid was \$4.0m. Negotiations continue. Chapdelaine recommended the vote in Ref 5.

VOTED to appropriate \$4m as described in Ref 5. (not as in the draft) Unanimous.

COMMITTEE: The Mtg scheduled for next Wed is canceled. FinCom will meet at 7:30 before Town Meeting on 10/19.

RESERVE FUND Balance: \$1,465,000

Peter Howard 10/12/16 Revised 10/19/16

Ref 1 Draft FinCom Report

Ref 2 Parking Meters for Arlington Center

Ref 3 Memo Bodie to SETF, Recommendations for Thompson and Ottoson
Ref 4 Budgets for Thompson
Ref 5 Recommended vote to fund Thompson Expansion

DRAFT

**Town of Arlington
Massachusetts**

**Report of the
Finance Committee**



SPECIAL TOWN MEETING

Wednesday, October 19, 2016

(Unless otherwise indicated, the following recommendations were by unanimous votes: any exceptions are noted in parentheses following the text of the recommended vote. The Chairman votes only when the recommendation of the Finance Committee will be affected.)

ARTICLE 2 **CAPITAL BUDGET/OTTOSON**
SCHOOL MODULAR CLASSROOMS

(Inserted at the request of the Town Manager)

COMMENT: The Superintendent of Schools has withdrawn the request.

To see if the Town will vote to appropriate a sum of money for an expansion to the Thompson Elementary School, determine how the money shall be raised and expended, including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager)

COMMENT:

To see if the Town will vote to appropriate \$35,000 from the Community Preservation Fund for preservation work and an engineering assessment of building conditions at the Jason Russell House to preserve historic resources; or take any action related thereto.

(Inserted at the request of the Community Preservation Committee)

VOTED: That the sum of \$35,000 be appropriated from the Community Preservation Fund FY2017 Budgeted Reserve to the Arlington Historical Society for the preservation of historic resources, subject to the scope of work, budget and conditions in the project proposal dated 2/21/2016, and further subject to the condition that no funds be dispersed until both a grant agreement with the town and an historic preservation deed restriction for the property be executed, such funds to expended under the direction of the Arlington Historical Society and the Community Preservation Committee. (8-0)

COMMENT:

ARTICLE 5 APPROPRIATION/CPA - OLD SCHWAMB MILL

To see if the Town will vote to appropriate \$20,000 from the Community Preservation Fund for a new roof and trim at the Old Schwamb Mill barn to preserve historic resources; or take any action related thereto.

(Inserted at the request of the Community Preservation Committee)

VOTED: That the sum of \$20,000 be appropriated from the Community Preservation Fund FY2017 Budgeted Reserve to the Schwamb Mill Preservation Trust, Inc. for the preservation of historic resources, subject to the scope of work, budget and conditions in the project proposal dated 2/22/2016, and further subject to the condition that no funds be dispersed until both a grant agreement with the town and an historic preservation deed restriction for the property be executed, such funds to expended under the direction of the Schwamb Mill Preservation Trust and the Community Preservation Committee. (8-0)

COMMENT:

ARTICLE 6 The Board of Selectmen will report on this article.

**ARTICLE 7 ACCEPTANCE OF LEGISLATION/ USE OF PARKING
METER REVENUE WITHOUT APPROPRIATION**

To see if the Town will vote to accept provisions of Chapter 218 of the Acts of 2016 ("An Act Modernizing Municipal Finance and Government"), Section 25, regarding payment for acquisition or installation of parking meters without appropriation from fees received for the use of such parking meters; or take any action related thereto.

(Inserted at the request of the Town Manager)

VOTED:

COMMENT:

ARTICLES 8-11 The Board of Selectmen and the Redevelopment Board will report on these articles.

Projected Meter Revenue - Street Meters - Arlington Center					
	# of meters	Hours/ Day	Hourly Rate	Occupancy	Est. annual
High Estimate	225	12	\$1.00	85%	\$716,040
Low Estimate	225	12	\$1.00	50%	\$421,200

Projected Annual Meter and Parking Management Costs	
Equipment Lease	\$51,997
Software Fees	\$16,650
Credit Card Processing	\$25,000
Spare Parts	\$3,203
Batteries	\$3,120
Administrative Salaries	\$85,899
Administrative Expenses	\$28,935
Infrastructure Maint.	\$20,000
Enforcement Salaries	\$96,365
Total	\$331,169

Potential Parking Benefit District Budget	
Beautification	\$20,000
Infrastructure Investment	\$150,000
Enhanced Street Sweeping	\$20,000
Total	\$190,000

October 5, 2016

To: School Enrollment Task Force (SETF)

From: Kathleen Bodie, Superintendent of Schools

Re: Recommendations Regarding Thompson Addition and OMS Modular Classrooms

Thompson Elementary School Recommendation: Construct a six-room addition at Thompson that will open in September 2017.

Last spring, the SETF requested that a decision regarding an addition at Thompson be deferred until we had updated enrollment numbers for Thompson. In August, the School Department asked Dr. Jerry McKibben to update his 2015 forecast using our August 11 numbers. He plans to complete another update after receiving our certified October 1 numbers later this fall.

In early August, the number of Kindergarten students registered was 539. Since then that number has risen to 555 (October 5) – both numbers include students in general education and SLC classrooms. The Kindergarten enrollment at Thompson as of September 22 is 94. The four classrooms have class sizes of 23 or 24.

In Dr. McKibben's forecast, the anticipated Thompson Kindergarten enrollment numbers over the next ten years are: 93, 92, 90, 89, 87, 85, 83, 81, 80, and 79. We would expect with these anticipated enrollment numbers to require four Kindergarten classrooms. Currently, there are four classrooms each for Kindergarten, first grade and second grade. As these cohorts progress through Thompson over the next three years, Thompson will need to add a classroom each year. By the 2020-2021 school year, Thompson will need 24 classrooms to house all of its students.

One question asked was whether the buffer zone between Thompson and Hardy could be expanded in order to require only three Kindergarten classrooms at either Thompson or Hardy. However, Hardy's anticipated enrollment parallels Thompson's numbers. Assuming that enrollment grows in the Hardy district as forecasted, then Hardy will also require four Kindergarten classrooms until at least 2024 or 2025.

Presently, Thompson has 19 available classrooms. Five additional classrooms will need to be available by 2020. The additional classroom planned in the six-room addition will be used as an alternate activity room for gym classes and for needed break-out space.

Recommendation for Ottoson Middle School Modular Classrooms for the 2017-2018 school year: The recommendation is to not add any modular classrooms to OMS

in 2017- 2018, the one year before the sixth grade moves to the renovated Gibbs School in September 2018.

Rationale:

After many weeks of looking at this issue with OMS administrators, our joint recommendation is that we do not situate any modular classrooms at OMS next year.

This recommendation involved many considerations:

1. Next year, we do not plan to expand the number of clusters in the school. We currently have three clusters and a half-cluster at each grade. As of September 22, the current seventh grade has 410 students, the sixth grade, 423 students and the fifth grade, 458 students, which is only eight students more than last year's enrollment for the current sixth grade while fifth graders. Historically, about 5-7% of a fifth grade class chooses to attend another school than OMS for a variety of reasons. We anticipate that next year's entering sixth grade will be about the same size as this year's sixth grade.
2. Considerable work was done at OMS this summer in order to create a half-cluster for the eighth grade, which affected a number of other programs and required many teachers to relocate within the building. While the building is tightly scheduled, the Administration anticipates that the template schedule we have for this year will work next year. Adding another classroom or two could require significant changes to the schedule. Next year's anticipated enrollment can be accommodated, albeit tightly, in the current room configurations.
3. Another consideration was parking. Currently, there are insufficient parking spaces available for staff. The school has two parking lots on property. St. Athanasius the Great Greek Church generously allows some staff parking on their lot. But in combination, there are still insufficient parking places, which is a concern of neighbors as staff park on streets close to OMS. If modular classroom(s) were added to OMS in the upper parking lot, the number of available spaces in that lot would probably be at least halved, aggravating an already difficult situation.
4. There is no doubt that OMS is over capacity with a current enrollment this year of 1,211 students. This over-capacity is felt in crowded hallways, the cafeteria, gyms, and no adequate space for an all-school assembly. But, the addition of a modular classroom or two will not alleviate these problems.
5. We know from our current District experience that the addition of modular classrooms to a building, even a few, is a time-consuming project - and is very expensive. We anticipate that the planning needed to move the sixth grade to the Gibbs School and to reconfigure the 7th/8th grade OMS will require considerable time on the part of administration, teachers, district administrators, IT, and the facilities department. Given the marginal benefits of adding a couple

of modular classrooms and the expense, the time required to make it work well would be better directed to planning the Gibbs project and the reconfiguration of OMS.

6. The original estimate for adding 4-6 modular classrooms was based on the mathematics of the enrollment projections at that time over a span of several years. Those projections have modified somewhat and through careful planning and high room utilization we are able to deliver the educational program in the current building, albeit very tightly.

Given that enrollment will not increase significantly next year, it is our judgment that the educational needs of OMS students can be met next year without additional modular classrooms.

Hardy Elementary School

Recommendation: Further study of options to address the anticipated enrollment growth over the next decade is needed.

The McKibben August enrollment forecast for the Hardy School indicates that enrollment growth will continue to increase each year through 2021-2022 before beginning to decline somewhat. But, even with a decline in out-years, the forecasted enrollment 12 years from now is at the current level of approximately 450 students. A plan is under consideration to address the need for an additional classroom next year without adding a modular classroom to the building. But, in the 2018-2019 school year, additional classroom space will be necessary.

Another factor to consider with respect to enrollment at Hardy is the effect of a potential Mugar project.

Thompson Addition Budget - Low Bid	
Construction Bid	\$2,492,682
Constr. Contingency (10%)	\$249,268
Site Alternate	\$123,999
Architect Fee	\$369,550
Owner's Project Manager (OPM)	\$185,000
Testing, Commissioning, Misc.	\$100,000
Fixtures, Furnishing & Equipment (FF&E)	\$144,000
Technology	\$144,000
Total	\$3,808,499

Thompson Addition Budget - Second Low Bid	
Construction Bid	\$2,697,000
Constr. Contingency (10%)	\$269,700
Site Alternate	\$140,000
Architect Fee	\$369,550
Owner's Project Manager (OPM)	\$185,000
Testing, Commissioning, Misc.	\$100,000
Fixtures, Furnishing & Equipment (FF&E)	\$144,000
Technology	\$144,000
Total	\$4,049,250

VOTED: That the sum of \$4,000,000 be and hereby is appropriated to fund expansion of the Thompson School and for costs incidental and related thereto; and with the approval of the Board of Selectmen, the Treasurer is authorized to borrow \$4,000,000 under and pursuant to Chapter 44 Section 7 of the General Laws, as amended, or any other enabling authority and to issue bonds or notes of the Town therefore. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.